

OFFICE OF THE NEVADA STATE TREASURER

UNCLAIMED PROPERTY DIVISION



Holder Module User Manual

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Payment by ACH debit is mandatory. A holder who fails to make a payment as required by subsections 11 and 12 of NRS 120A.560 must be assessed by the administrator, a fee for such payment in an equal amount to the greater of \$50 or 2 percent of the amount of the payment.

NRS 120A.560 includes provisions regarding holders utilizing third party reporters to submit reports to the administrator. Doing so does not alleviate the responsibility of the holder for submitting complete, timely and accurate reporting of property presumed abandoned, for paying or delivering the property described in the report and for any penalties, interest and fees due, pursuant to NRS 120A.730.



The Online Holder Reporting Module is not interactive. It does not inform holders that your report has been received in our office nor provide the status or proof of payment. If you upload the report and payment through the portal, we may be able to provide you an answer in real-time.

The portal provides a record of each report that has been filed under the user's profile. If you need proof of your filing history as of 2016, you need only log in and click on the Reports tab at the top of the screen. However, once it has been uploaded, it cannot be deleted from your profile; it is permanent. You can send an email explaining the reason the report needs to be deleted and the report will be deleted on our end, or we will provide an explanation as to why it will not be deleted.

Duplicate Payments. This office receives numerous duplicate payments. If you are unsure whether your payment has been received, please contact our office before resubmitting an additional payment. It is time-consuming and costly to your business and the state to reconcile these errors.

1. Account Creation and Logging In

Online report filing is **mandatory**. If you are unable to file online, please complete http://www.nevadatreasurer.gov/uploadedFiles/treasurer.nv.gov/content/Unclaimed_Property/Forms/Holder/ACH_Debit_Exception_Form_UP-10.pdf for consideration and email it to nvholder@nevadatreasurer.gov.

Navigate to: [Holder Reporting Portal](#). If you do not already have an online account, select “Register” to create your account.

If someone in your organization is registered as the “Primary”, you are required to be registered under that individual’s login. DO NOT create a new registration for each individual! Doing so will prevent your reports from being accessed by management in your organization. See section 2 for instructions.

Enter the information in the boxes and select Register.

An automated email will be sent to verify the account.

Tip: Check your “spam” or “junk” folders if you don’t see it right away. If you fail to receive the email; contact nvholder@nevadatreasurer.gov

State of Nevada Office of the State Treasurer
Unclaimed Property Division

State Holder Reporting

Register New Account

Email address
Email

Confirm Email address
Confirm Email

Password
Passwords must be between 8 and 26 characters and contain at least one special character (e.g. \$, !, & # @). Passwords must have at least one digit (0-9) and at least one uppercase (A-Z).
Password

Confirm password
Password

First name **Last name** **Phone**

Company **Job title** **Contact type**

Street address

City **State** **Zip**

There can only be one “valid” primary user. If you are the valid primary, you can edit information and add secondary users as needed. The valid primary is the individual who registered first.

Tip: If the Primary User is no longer available, contact Unclaimed Property Department so that his/her profile can be converted to a secondary user.

If you already have an account, select “Log in” to continue.

Enter the email address and password then select “Log in”.



Account Log in

Email
Email

Password
Password

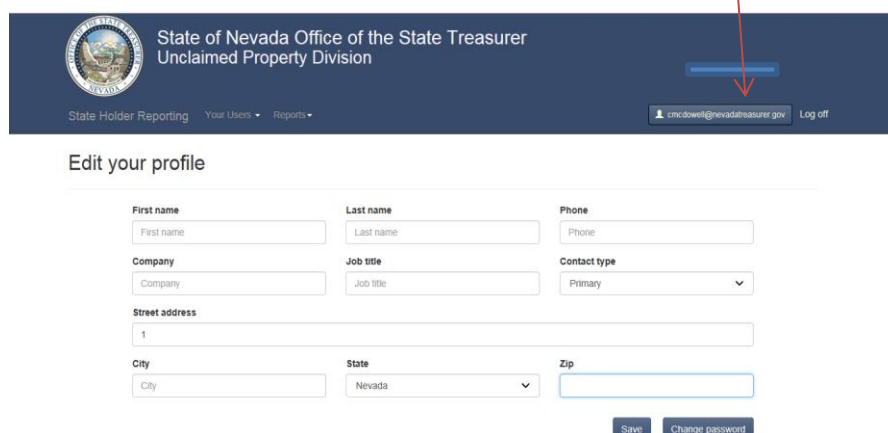
☐ Remember me?

[Register New Account](#)

[Forget your password?](#)

2. Account Profile – Editing and Adding Users

To edit your account information, click on your account email address found in the upper right-hand corner of each webpage. Edit as needed, then select “Save”.



State of Nevada Office of the State Treasurer
Unclaimed Property Division

State Holder Reporting Your Users Reports

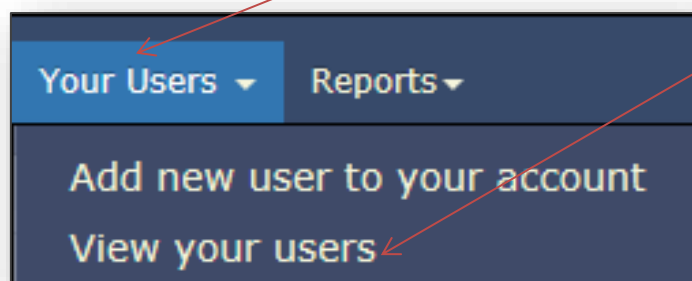
cmcdowell@nevadatreasurer.gov Log off

Edit your profile

| | | |
|--|--|--|
| First name <input type="text"/> | Last name <input type="text"/> | Phone <input type="text"/> |
| Company <input type="text"/> | Job title <input type="text"/> | Contact type <input type="text" value="Primary"/> |
| Street address <input type="text" value="1"/> | | |
| City <input type="text"/> | State <input type="text" value="Nevada"/> | Zip <input type="text"/> |

2a. Adding Secondary Users

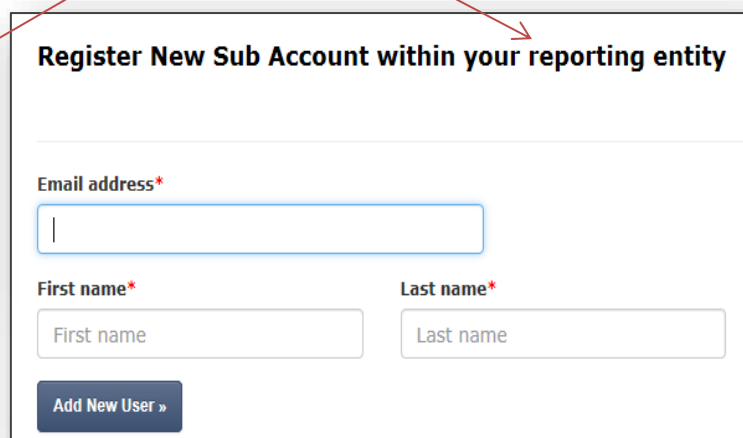
Add a secondary user by selecting “Your Users” then “Add a new user to your account”. Or you can add a secondary user by selecting “View your users” then “Add a New user”. Add the information in the “Register New Sub Account” window.



Your Users Reports

Add new user to your account

View your users



Register New Sub Account within your reporting entity

Email address*

First name*

Last name*

An automated email will be sent to the new user's email address in order to verify the account.

Tip: Check your “spam” or “junk” folders if you don't see it right away.

3. IMPORTANT INFORMATION ABOUT PAYMENTS

PAYMENT BY ACH DEBIT IS MANDATORY. PLEASE PERFORM THE ACTION BELOW PRIOR TO INITIATING YOUR ACH DEBIT OR YOUR PAYMENT WILL REJECT.

Payment rejection will result in the imposition of penalty and/or interest if resubmitted payment is late. **You must contact your financial institution if you receive notification of a rejected payment.**

The ACH debit block can take several days to become active. Contact your bank at least one week before the payment due date to request ACH debit authorization for the State Treasurer's Office by providing our ACH Company ID Number:

D886000022.

The mandatory required method of payment is by ACH debit; however, certain allowances may be made in extenuating circumstances. If unable to pay by ACH debit, complete the forms at http://www.nevadatreasurer.gov/uploadedFiles/treasurer.nv.gov/content/Unclaimed_Property/Forms/Holder/ACH_Debit_Exception_Form_UP-10.pdf and email them to nvholder@nevadatreasurer.gov for consideration.

The form must be 'signed' by an authorized officer of the business entity.

NOTE: Typically, business bank accounts have an ACH debit blocker that prevents ACH debits to the account. Providing your bank with the Treasurer's Office ACH Company ID Number will only allow debits from this specific ACH Company ID Number.

4. Creating NAUPA Files

All reports must be submitted in NAUPA format.

HRS Pro is software specifically designed to create NAUPA II standard formatted reports. This free software is limited to 200 properties per state report. If reporting more than 200 properties, the HRS Pro Enterprise Edition must be purchased. Enterprise Edition provides user support and multi-user capability for an annual fee. There is no user support for the free edition. Both versions are endorsed by the National Association of Unclaimed Property Administrators. For more information, go to <https://www.wagers.net/hrs/>.

Please refer to the Nevada Unclaimed Property Holder Manual for detailed information on Nevada's reporting requirements.

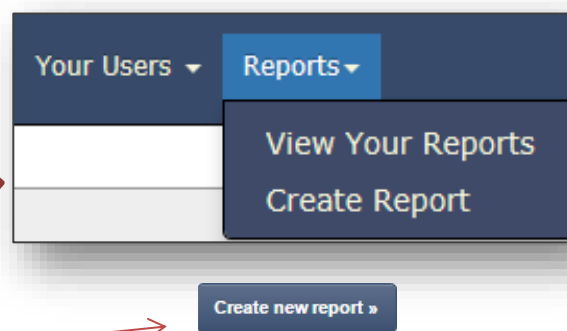
[Nevada Holder Manual](#)

Files with multiple NAUPA reports.

Note: Nevada requires a separate report to be submitted for each individual company (FEIN/TIN) and does not allow for the consolidation of businesses with multiple TINs/FEINs to be submitted in a single report unless there are extenuating circumstances. Individual reports must be submitted for each business that has been assigned an individual FEIN/TIN. Holders that believe they have a valid reason for submitting a consolidated report must complete a Consolidated Reporting Request (form [UP-11](#)) for consideration. Be advised that "ease of filing" and "convenience" are not acceptable reasons. Report filing history with Nevada will be evaluated. If approved, reports and ACH debit payments for consolidated reporting must be sent through the online portal only. Requests for filing exceptions will not be approved.

5. Uploading NAUPA Files

After setting up ACH debit with your financial institution, creating or logging into your account, and creating NAUPA file(s); you are now ready to upload the file(s) to the portal. Select “Reports” then “Create Report”. Or select “Reports” then “View Your Reports” then “Create new report”.



Click the “Select File” button, browse to find the file, then, select “Upload”. A progress bar will then appear. If the file upload is successful, a Property List will replace the progress bar. You can then either select “Submit Report to State” or “Continue to file details” to review a summary of the file. *Tip: Files may be deleted from the “Continue to file details” screen. Once a report is successfully submitted; however, you cannot delete it and must instead contact Nevada Unclaimed Property staff for resolution.*

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser (Internet Explorer 10+, Google Chrome, Safari, Mozilla Firefox)

Select File

File Name:
File 107.hde

Size:
2.5 kB

Upload

5a. File Errors

If you receive a message stating your file has errors, select “Download Errors” for details. All errors must be corrected before the file can be uploaded.

Your file has errors and has been rejected. Please select the button “Download Errors” to obtain a report of your errors. Once you have corrected your report please resubmit.

Download Errors

If your file contains multiple reports, you can extract the report with errors and submit the reports that are error free. However, you must correct the errors in the bad report if you wish to submit the file altogether, or correct the errors in the bad report and submit it separately after the errors are corrected.

Error Report Example:

Summary

Your file has 2 total errors.

line #:8 The relationship code AO was found but is inactive for the following owner:
JANE SMITH

line #:7 The relationship code AO was found but is inactive for the following property:
Owner: JOHN BROWN

To assist you with correcting your file, a copy of the NAUPA file layout and accepted codes can be obtained from our website:

http://www.nevadatreasurer.gov/uploadedFiles/treasurer.nv.gov/content/Unclaimed_Property/Forms/Holder/UP_HolderReportingManual.pdf

5b. Submitting Your File

Once you are ready to submit, select “Submit to State”, select your Holder Type from the drop down, select “Save and proceed to report submission”.

Review the information displayed then select the “Verification and Affidavit” check box if you agree.

Select either “No, this is NOT a consolidated report” or “Yes, this is a consolidated report”.

Note: Nevada requires a separate report be submitted for each individual company and does not allow for the consolidation of multiple FEINs and related property into a single report. Any exceptions to this rule are required to be approved in advance, in writing, by the Nevada Unclaimed Property Division (see page 5 for further information).

Select “Submit Report to State” and a progress bar will appear. If the file upload was successful, a “Successful” message will appear.

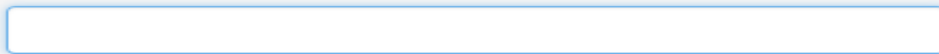
Successful!



Important: To obtain a history of your reporting, click on the View Your Reports tab. NOTE: If you are a manager who needs to view staff filing history, you will be unable to do so if your staff is not registered under your Primary login.

Tip: If your file contains stocks, a message will appear on the Verification and Affidavit screen. Enter the date the stock was delivered to our custodian. If the stock has not yet been delivered, please do so prior to submitting your report. Questions on stocks, mutual funds, securities; please refer to the [Nevada Holder Manual](#).

Stocks were found, please enter the date the stock was delivered to our custodian. Email a copy of the transfer approval received from our custodian. (eg: MM/DD/YYYY)



Tip: If a file fails to upload, an error message will appear. When this happens, select “Download Errors” in order to see the mistakes in the file chosen. The web application system either accepts the entire file if it is clean of error(s), or if there is an error, the entire file will be rejected.

6. Payments

All payments must be ACH debit and made solely through this online portal.

If you have not already done so, contact your bank now and request to allow ACH debit authorization from the State Treasurer's Office ACH Company ID Number: D886000022 Failure to do so will cause your payment to reject which may result in the imposition of penalties and interest.

IMPORTANT: "Amount Remitted" does not mean your payment has been sent through the portal and received in our office when an amount is listed. Unless you have completed the instructions below, your payment has not been received and you may be assessed penalties and interest for submitting a report out of compliance.

Report Details

| Summary | | | | | | |
|-----------------|-------------|-----------------|-----------------|-------------------|-------------------|------------------|
| # of properties | # of shares | Amount reported | Amount remitted | Amount advertised | Additional amount | Software/version |
| 25 | 0.0000 | \$89.73 | \$89.73 | \$89.73 | \$0.00 | UPCS 6.1.7 |

Select "Make Payment" to initiate your ACH Debit payment and finish the report submittal process.

Make Payment

The Total Amount Due will be populated with the payment due on the NAUPA file submitted. The remaining boxes require the following: Payor Name, Bank Routing Number and Bank Account Number. Select the Account Type from the drop down. Confirm the release of funds to the state by checking the box then select "Submit Payment Information."

Make a Payment

Payment for submitted file File 103.hde

Total Amount Due

\$ 5.75

Payor Name

Bank Routing Number

Bank Account Number

Confirm Account Number

Account Type

Checking

Warning: Payment cannot be made from a foreign bank.

☐ Confirm release of funds to the state?

In order to make your payment via ACH Debit you must first authorize our Company ID with your financial institution. Our Company ID is: D886000022. If you are unable to authorize our company ID prior to processing this ACH Debit transaction, your payment WILL be rejected.

How to locate the DLN (Document Locator Number)

To find the DLN, click the 'Complete' tab. The DLN appears highlighted in blue and begins with a 'W'.

Your Reports

AllPositiveNegative

Search

| Created | File Uploaded | Holder Name | Status |
|-----------|----------------------------|-------------|----------|
| 5/28/2020 | 00b1d36b-9441-46d6-8672... | | Complete |

Report Details

Document Locator/Reference #: W42076W

Summary

| # of properties | # of shares | Amount reported | Amount remitted | Amount advertised | Additional amount | Software/version |
|-----------------|-------------|-----------------|-----------------|-------------------|-------------------|----------------------|
| 49 | 0.0000 | \$1,878.71 | \$1,878.71 | \$1,878.71 | \$0.00 | Microsoft Excel 2013 |

Holder Information

| | |
|--------------------|------------|
| Holder name: | |
| Tax ID: | |
| Incorporated Date: | 05/11/2001 |

ACH Debit Payment

7. Negative Reports

An annual report of unclaimed property is required if a holder meets at least one the following requirements:

- The business/individual is currently registered with the Nevada Secretary of State.
- The business/individual has a Nevada business license. Report filer must be the business owner.
- **New!** Negative reports are no longer required for three consecutive years from out-of-state holders that have a one-time-only filing. This change applies only to holders that do not meet the above licensing requirements.

Negative reports received from holders not meeting our requirements will be discarded.

If you can answer “yes” to any of the qualifications, you must file annually, even when there is no property, in the form of a Negative Report.

Negative reports must be filed online. Nevada no longer accepts paper or negative reports on disc/USB. Negative reports received by mail without prior written authorization will be discarded.

Select “Create new report”

Create new report »

Enter the
Reporting Year

*Tip: Use the state
fiscal year for the
period you are
reporting, not the
calendar year.
State fiscal year
goes from June 1
– July 30.*

Select “Create
Negative Report”

Start negative report

You can start a new negative report manually without uploading a Naupa file

Reporting Year Enter year between 1985 - 2025

Negative Reporting is required if a business:

- is registered with the Nevada Secretary of State;
- has a Nevada business license;
- has reported abandoned property to Nevada within the last three years.

If a business does not meet at least one of these requirements, do not file; the report will be rejected without further notice.

Create Negative Report

Enter the
Tax ID,
Select
“Search”

The
Matching
Holder will
be
displayed.

Select
“Continue
with selected
Holder”

Find Holder by Tax ID

Tax ID

55222251

Extension / Branch

Search

Matching Holders

Name: Chucks Boxes LTD Tax ID: 55-222251 Ext:

Success! 1 matching holder was found.

You can also change the criteria and search again.

Continue with selected Holder

Review the
information
displayed

Select
Verification
and Affidavit

Select
“Submit
Report to
State”

Negative Report Detail

Holder Information

| | |
|---------------------------|------------------|
| Holder name: | Chucks Boxes LTD |
| Tax ID: | 55-222251 |
| Holder ID: | 103365 |
| Incorporated Date: | 1/1/1950 |
| Reporting Year: | 2018 |

STOP! if you cannot attest to the requirements, you may not proceed with the online transmission of your holder report. Under penalty of perjury, I hereby acknowledge I am an employee who is authorized to act on behalf of the holder reporting the abandoned property in the attached file to the state of Nevada. I also declare to the best of my knowledge and belief, that the information provided in this report, and in the attached schedule, are true and correct and that written notice to the owners, i.e., Due Diligence, has been completed, pursuant to NRS 120A.560. By checking this box, I agree this is the legal equivalent of my manual signature on a physical report of unclaimed property, accept and attest to the statement above and duly authorized to execute this report online.

☒ Verification and Affidavit

Submit Report to State»

Edit

Delete

If the Tax ID entered does not match any existing Holders, you will receive a warning message.

Select “Create new Holder”

Warning! No matching holders were found.

If the holder should already exist please change the criteria and search again. Otherwise, you can create a new holder.

Negative Reporting is required if a business:

- is registered with the Nevada Secretary of State;
- has a Nevada business license;
- has reported abandoned property to Nevada within the last three years.

If a business does not meet at least one of these requirements, do not file; the report will be rejected without further notice.

Create new Holder

Enter the information in the fields to create a new Holder.

Create Holder

Name

Test Holder

Tax ID ⓘ

530944777

Street1

123 Test Street

Tax ID Ext/Branch ⓘ (Example: 0001)

Ext

Street2

Street 2

NAICSCode [Look up NAICS code](#)

22

Street3

Street 3

Incorporated Date

04/05/2018

City

Test City

Holder Type

FINANCIAL SERVICES

State

Nevada

Zip

89101

Create

Cancel

A Negative Report will be created. Review the information displayed. Check the Verification and Affidavit box, then select “Submit Report to State”.

Negative Report Detail

| Holder Information | |
|---------------------------|-------------|
| Holder name: | TEST HOLDER |
| Tax ID: | 53-0944777 |
| Holder ID: | 103382 |
| Incorporated Date: | 4/5/2018 |
| Reporting Year: | 2017 |

STOP! if you cannot attest to the requirements, you may not proceed with the online transmission of your holder report. Under penalty of perjury, I hereby acknowledge I am an employee who is authorized to act on behalf of the holder reporting the abandoned property in the attached file to the state of Nevada. I also declare to the best of my knowledge and belief, that the information provided in this report, and in the attached schedule, are true and correct and that written notice to the owners, i.e., Due Diligence, has been completed, pursuant to NRS 120A.560. By checking this box, I agree this is the legal equivalent of my manual signature on a physical report of unclaimed property, accept and attest to the statement above and duly authorized to execute this report online.

☒ Verification and Affidavit

Submit Report to State»

Edit

Delete